

OLC #78-1598

MEMORANDUM FOR: Mr. Scott Breckinridge, IG

[redacted] OGC
Mr. Don Gregg, SA/DO/O
[redacted] OP
[redacted] OS
[redacted] OF

FROM

: [redacted]
Acting Chief, Coordination and Review Staff, OLC

SUBJECT

: Procedures for the Conduct of Reviews of Agency Documents and Interviews by House Select Committee on Assassinations (HSCA) Staff Personnel at Headquarters

1. To facilitate arranging the review of Agency documents and interviews by staff of the HSCA at Headquarters, it is requested that the following procedures be followed.

A. All staff personnel of the HSCA will initially contact our office with their requests to review documents or arrange interviews. OLC will then coordinate with the appropriate office establishing a meeting place and time.

B. All interviews will be held in the Conference Room in 6D0120 unless the office of interest requests different arrangements.

C. Reviews of CIA documents will be as arranged by the offices of interest. Most of the DDO documents have been reviewed in the adjoining rooms to 2D0109 which have been set aside for that purpose.

D. When CIA documents are ready for review, the office of interest shall notify OLC and shall assure that the material is immediately available for review by the HSCA researchers when they arrive.

E. Staff of the HSCA have been instructed to call OLC from the Receptionist desk when they arrive. OLC has made arrangements with the Office of Security for Security personnel to escort the staffers and perform such other escort duties as are necessary during the day. OLC will coordinate necessary escorting with the Office of Security. At times Security personnel are not immediately available. If staffers are in your area it would be appreciated if your office would assist in providing escorts.

F. All original notes taken by researchers will be retained in OLC. OLC will make copies of notes and distribute them to the offices of interest for review and sanitization. Sanitized notes will be returned to OLC for forwarding to the Committee. Completion of sanitization of notes shall be within ten days unless the Committee requests completion at an earlier date.

G. All incoming correspondence from the HSCA is received initially by OLC. All outgoing materials from CIA to the Committee will be through OLC, which we will package and maintain necessary receipts. -STAT

STAT H. OLC maintains an overall log book noting the status of requests with all offices of interest. Interested offices are to inform [] extension [] as soon as possible as to results of responses to requests, including "No Record," to assure that her log book is kept up to date. She is also to be immediately notified when material is ready for review and will so notify the Committee.

2. It is our understanding that there are notes which were sent to offices of interest several months ago for sanitization which have not yet been completed. Efforts should be made to complete the review as soon as possible. Attached is a list of the outstanding notes. Please advise if there are any problems with these procedures. Basically, they confirm arrangements which have been ongoing for some time, however, it appears that they are not being carefully followed. Your cooperation would be most appreciated.

STAT

Attachment:
As Stated

STAT

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SUBJECT: (Optional)

OLC RECORD COPY

FROM:

S. D. Breckinridge
OLC/C&R

EXTENSION

NO.

DATE

23 May 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. Don Gregg
SA/DO/O Tube: DX6-Green

Per our conversation.

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